

Iowa State Fire Marshal's Office
Fire Extinguishing System Contractors Advisory Board
Meeting Minutes
July 13, 2005

Note: As this is the first meeting of the Board since the official inception date of July 1, 2005, the Board will now be referred to as "the Board" rather than "the Committee", as was done in pre July 1st meeting minutes. In addition, an election was held during this meeting to select the official Board Chairperson to replace the Acting Chairperson

Committee Members Present:

Mark Adams, Chairman, representing the Fire Service
Greg Higginbotham, representing Wet System Contractors
Shawn Mullen, representing Dry System Contractors
Kathy Carter, representing the Fire Service
Ron Hoover, representing Building Officials
Paul Tinder, representing the State Fire Marshal
Amy Infelt, representing licensed Professional Architects and Engineers
Members Not Present:
Lorna Hamilton, representing the Public

Staff Attending:

W. Stuart Crine, Building Code Commissioner
Mike Coveyou, Agency Rules Administrator

The meeting was called to order at approximately 10:00 AM by Acting Chairman Mark Adams.

- **Motion** by Greg Higginbotham, **Seconded** by Kathleen Carter to accept the minutes of the June 29, 2005 meeting. **Motion** passed unanimously.
- **Motion** by Shawn Mullen, **Seconded** by Kathleen Carter to nominate Mark Adams to serve as Board Chairman for one year. **Motion** passed unanimously.
- Chairman Adams appointed Ron Hoover as Vice-Chairman and Amy Infelt as Secretary. Amy will provide handwritten notes to Stuart Crine at the end of each meeting.
- Board members were advised that they will begin to receive a \$50.00 per diem payment after today's meeting unless they advise Tina Palmer that they do not wish to receive it.
- Travel Payment Forms, Personal Data Information, W-4 Forms and Centralized Employee Registry Reporting Forms were distributed to be completed and returned to Tina Palmer.
- Chairman Adams then asked each member to present any information that they may have gathered since the last meeting:
 - Mullen and Higginbotham – Certification:

No comparable alternative for NICET certification, in judging the competence of RME's, was found. He did however; find a company called Fire Protection Certification, Ltd. that might serve as a

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certification entity until the applicant can obtain NICET certification. Coveyou reminded the Board that a specific company could not be listed in the rules; however the rules could state that "provisional certification may be obtained from any entity approved by the state fire marshal".

Pre-engineered vs. engineered fire protections systems were discussed.

Chairman Adams clarified that the State will issue the license to the Fire Extinguishing Company and not the RME.

The Board's tentative recommendation was that any Iowa Licensed Professional Engineer be allowed to serve as an RME as long as they self certify competence in Fire Protection System Design.

Amy Infelt and Stuart Crine will make arrangements to address the Engineer's Licensing Board at their September meeting to discuss this certification program. In addition they will prepare an article, by the end of August, to appear in the State Licensing Newsletter. An offer to appear at the Architect's Licensing board will also be made.

It was discussed that Licensed Professional Architects and Engineers will not be restricted from designing fire protection systems, only from obtaining a contractors license to install the systems.

We need to know acceptable alternatives to NICET for provisional RME certification.

- Carter – Application: Distributed copies of the Sprinkler contractor rules from the states of Washington and Illinois. She pointed out a provision in Illinois that allows for the grandfathering of all sprinkler contractors with a minimum of three years of experience.

Mike Coveyou mentioned a State Law which requires a 30 day maximum turnaround for applications and certificates to be issued.

Should applicants they be asked if they have a legal judgment, successful insurance claim or criminal conviction against them?

We should include list of items that will disqualify an applicant and a statement of release of records to verify information on application.

Sections:

Business Information

RME and proof of competency

Proof of Insurance

Identifiers for criminal background check

Ron Hoover was added to the Application sub-committee with Kathleen

The Application sub-committee will come back to the Board with a draft application at the next meeting. Ron Hoover was added to the sub-committee with Kathleen Carter.

- Hoover and Infelt – Insurance:

General Liability Insurance must be included in the rules, per the statute.

The question was raised as to whether or not different levels of insurance are needed for dry systems vs. wet systems or based on the scope of the project being contracted.

- Hoover and Tinder – Suspension and revocation:

Minnesota has specific grounds for automatic revocation and suspension. (Rule 7512.2700 subpart 1).

What types of notice will be given in advance of suspension and revocation?

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Will summary suspension be used for life treating situations?

Is the contractor's license held responsible for actions of the RME?

A system of incremental discipline was discussed.

Could local AHJ's be authorized to issue a citation to a Contractor?

Does the State already have standardized procedures on license suspensions and revocations the Board must follow or may choose to follow? Crine will research with Coveyou

- Adams and Infelt - Complaint Procedures:

Licensing Division in the Department of Commerce has a user friendly complaint form.

Who from the SFMO would investigate complaints? How will this be funded?

Crine and Tinder will research how other DPS complaints are handled.

- Adams, Carter and Hoover – Civil Penalties

South Carolina and Minnesota were pointed out as having language on civil penalties.

- Committee assignments will continue to be as follows for Board members:

- Certification Requirements for RME's – Greg and Shawn.

- Application – Kathleen and Ron

- Insurance – Ron, Lorna and Amy

- Suspension and revocation – Ron and Paul

- Complaint Process – Mark and Amy

- Civil Penalties, collection procedures – Kathleen, Mark and Ron

- Upcoming Meeting Dates – July 27 and August 10. All meeting times will be 10:00 AM – 3:00 PM.

There being no further business, the meeting was adjourned.

Respectfully submitted,

W. Stuart Crine,
Building Code Commissioner